



BOARD OF ARCHITECTURAL REVIEW

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS

CITY OF CHARLESTON
75 Calhoun Street, Third Floor

DEPARTMENT OF PLANNING, PRESERVATION AND ECONOMIC INNOVATION
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GENERAL INFORMATION: The Board of Architectural Review (BAR) was established in 1931 with the creation of the first preservation ordinance in the United States. As stated in the City of Charleston Zoning Ordinance, the purpose of the board is "the preservation and protection of the old historic or architecturally worthy structures and quaint neighborhoods which impart a distinct aspect to the city and which serve as visible reminders of the historical and cultural heritage of the city, the state, and the nation." The BAR reviews all new construction, alterations and renovations visible from any public right-of-way.

Board meetings are held at 4:30 p.m. on the second and fourth Wednesdays of each month at 75 Calhoun Street, third floor, City of Charleston Conference Room. Deadline for applications is typically 12:00 noon ten days prior to the meeting date. For meeting schedules, application forms, or additional information, please contact the City of Charleston's Architecture and Preservation Division staff.

Digital format requirements: The required information below is to be submitted in both hardcopy and digital format on a compact disk (CD). Photos are to be .jpeg format, and drawings are to be in .pdf format. The digital submittal should be read-only, named using the following naming system: DocumentNameMeetingdate.fileextension (e.g., SouthElevation3-14-07.pdf).

Zoning Requirements: Prior to BAR review, all zoning requirements must be reviewed and approved by the City of Charleston Zoning Division.

Neighborhoods: It is strongly encouraged that all applicants meet with the relevant neighborhood association and any adjacent property owners prior to BAR submittal. Please see the Neighborhood Contacts information sheet for more information.

SUBMITTAL REQUIREMENTS, CONCEPTUAL REVIEW:

Review of the general height, scale, and mass of a building or addition as it relates to its site, its neighborhood, and the City of Charleston. A pre-design conference with the Preservation Officer may be required for significant new construction projects prior to application for Conceptual Review.

- **Completed** application form and fee.
- **5 half-size sets** (or 3 half-size sets if Staff Review) of drawings as described below (one full-size set may also be requested by staff):
 - **Site plan**, to scale, depicting:
 - Proposed layout of all structures (include property lines and adjacent streets).
 - Proposed layout of all driveways, walkways, parking areas, entrance and exit drives, loading areas, walls, gates, mechanical equipment, etc.
 - Existing building(s) adjacent to the property.
 - Any demolition of existing site features.
 - The site plan shall show the ground floor plan and how it relates to the site.
 - **Architectural drawings**, to scale, depicting:
 - Floor plans.
 - Building elevations (including general notations regarding materials and dimensions). **For new construction, each individual elevation should be depicted on a separate page so that details and notes are of sufficient size for review.**
 - Where possible for alterations to existing buildings, existing and proposed plans and existing and proposed elevations should be on the same page for comparison.
 - Include documentation of existing grade/flood plain requirements where relevant.
 - Where an addition to an existing building is proposed, provide existing plans and elevations noting any removal or alteration of existing building elements.
 - For new construction, provide a Streetscape Elevation drawn to scale of adjacent buildings and across street. The proposed new construction must be included in the streetscape for comparison.

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS (CONTINUED)

- **Photographs** (5 sets) of existing site and structure (if any). Also include photographs of surroundings sufficient to explain context. This includes, but is not limited to, buildings, signs, and site features. If digital, the photographs should be printed at no more than two per page; if prints, they should be mounted to 8-1/2 x 11 paper, not loose. **All photos submitted shall be of sufficient size and quality to allow for review of existing conditions.**
- **Scale model** (if required by the Board or Preservation Officer).
- **CD** of all required photos and drawings in digital format as indicated above.

SUBMITTAL REQUIREMENTS, PRELIMINARY REVIEW:

Review of a project's overall design as developed from the conceptual level to design development. A pre-design conference with the Preservation Officer may be required for significant new construction projects prior to application for Preliminary Review.

- Completed application form and fee (a fee is only required with the initial submittal).
- **5 half-size sets** (or 3 half-size sets if Staff Review) of drawings to scale as described below (one full-size set may also be requested by staff):
 - **Site plan**, Streetscape, Photographs:
 - See Conceptual Review Requirements.
 - **Floor Plans** (all floors), in addition to Conceptual Review requirements, depicting:
 - Arrangement of interior spaces.
 - Locations of windows and doors.
 - Mechanical equipment (exterior).
 - Electrical meter location and electrical service access.
 - The relationship between the ground floor and the site (sidewalks, walls, etc.).
 - Where an addition to an existing building is proposed, provide existing floor plans noting any removal of existing building elements.
 - **Building Elevations** (all exterior sides) depicting:
 - Proposed materials, including those for walls, roofs, chimney flues, gutters and downspouts, and porches, window types, etc.
 - Existing grade and proposed grade, with finished floor elevations, and building height.
 - Mechanical vents and equipment.
 - Location and type of outdoor lighting fixtures.
 - Design and location of signage.
 - Where an addition to an existing building is proposed, provide existing elevations noting any removal of existing building elements.
 - **Building Sections and Wall Sections** depicting:
 - Vertical dimensions.
 - Building Sections should depict each area where significant changes in the building's volume occur (e.g., one section may be through two-story porches and another through a gabled end facade) and should be at sufficient scale for review (typically 1/4" min.).
 - Similarly, Wall Sections should depict the various construction systems and materials of the proposed building (i.e., not simply a "typical" wall section).
 - The Wall Section(s) should be at a sufficient scale (3/4" min.) for review of material relationships, and generally should depict the wall construction from the ground plane to the building's parapet or eave line.
 - **Material selections** including:
 - Samples, brochures, and/or photographs of all exterior materials, finishes, windows, and fixtures.
 - Samples are primarily required for atypical materials (i.e., a synthetic cornice) and not for wood, stucco, etc.
 - **Color rendering** and/or three-dimensional drawings (for significant projects).
 - **Scale model** (if required by the Board or Preservation Officer).

SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION, ALTERATIONS, AND RENOVATIONS (CONTINUED)

- **CD** of all required photos and drawings in digital format as indicated above.

SUBMITTAL REQUIREMENTS, FINAL REVIEW:

Review of the final construction drawings and proposed materials.

- All requirements as outlined for Preliminary Review.
- **Final architectural details** sufficient for construction purposes and which depict materials and methods of each type of construction affecting the exterior appearance of the structure or as specifically requested by the Board of Architectural Review. The details shall be of sufficient scale (typically 1-1/2" min.) for review.
- **CD** of all required photos and drawings in digital format as indicated above.
- An on-site, full-scale sample panel may be required by the BAR for review of materials and craftsmanship.